

-JOB POSTING NOTICE (EOE)-

CLOSING DATE: 04/30/15 (4:30 PM)

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| STATE JOB TITLE: CORRECTIONAL OFFICER II | | | STATE JOB CLASS: JD35 | |
| BAND: 04 | SALARY RANGE | \$ 026139 - \$ 048361 | SPECIAL INCENTIVE: YES | |
| LEVEL: D | SALARY RANGE | \$ 029408 - \$ 046527 | SCEIS POSITION #: | 61018601 |

AGENCY PREFERRED QUALIFICATIONS:

TWO YEARS EXPERIENCE IN CORRECTIONAL SECURITY OR POLICE WORK.
CERTIFIED BY THE TRAINING ACADEMY AND COMPLETION OF THE BASIC
SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION, ASSISTS IN INSTRUCTING AND DIRECTING OFFICERS IN A PROGRAM OF DISCIPLINE, SAFETY, SECURITY AND REHABILITATION OF INMATES IN A MEDIUM/MAXIMUM SECURITY CORRECTIONAL FACILITY. SERVES AS BACK-UP ENVIRONMENTAL HEALTH AND SAFETY OFFICER. MAINTAINS AND UPDATES INSTITUTIONAL ACCREDITATION FILES ON AN ANNUAL BASIS AND PREPARES NEEDED DOCUMENTATION FOR INTERNAL MONITORING SYSTEM COORDINATES THE ANNUAL INSTITUTIONAL MANAGEMENT REVIEW AUDIT. MONITOR INSPECT AND REVIEW INSTITUTIONAL OPERATIONS, REPORTS, FORMS, LOGBOOKS, ETC. REVIEW AND MONITOR STORAGE, ISSUES, DOCUMENTATION AND COMPLIANCE WITH SAFETY PROCEDURES FOR ALL HAZARDOUS OR FLAMMABLE MATERIALS. PERFORM OTHER DUTIES AS ASSIGNED BY THE WARDEN.

COMMENTS:

SHIFT/WORK SCHEDULE SUBJECT TO CHANGE.